



**Kitsap County Coordinated Grant
Application Process
2026 CDBG Funding
Notice of Funding Availability (NOFA)**

Kitsap County Department of Human Services
Block Grant Program

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Kitsap County Coordinated Grant Application
2026 CDBG Funding
Notice of Funding Availability

Staff Contacts:

Kitsap County Block Grant Program

Administers Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds

http://www.kitsapgov.com/hs/block_grant_program/cdbg.htm

Mailing Address: Kitsap County Block Grant Program
Department of Human Services
619 Division Street MS-23
Port Orchard, WA 98366

Staff Contacts: Bonnie Tufts, Block Grant Program Manager
btufts@kitsap.gov

Shannon Bauman, Block Grant Program Analyst
sbauman@kitsap.gov

2026 Application Schedule

2026 Coordinated Grant Application Process	
Capital - CIAH and CDBG/HOME Schedule	
	Date
MARCH	
Post 2026 CGAP Calendar and application information	3/19/25
MAY	
Draft ConPlan Priorities & Policy Plans - 15-day comment period	5/1/25 - 5/16/25
Application Intent Form available on website (Mandatory Pre-app appointments)	5/2/25 - 5/16/25
RFPs and NOFAs posted to website (informational)	5/23/25
JUNE	
Bremerton City Council Public Hearing ConPlan Priorities & Policy Plan Norm Dicks Government Center, City of Bremerton Council Chambers 345 6th Street, Bremerton, WA (In person or via Zoom)	6/4/25 - 5:30pm
BOCC Public Hearing ConPlan Priorities & Policy Plans Kitsap County Administrative Building, Commissioner Chambers 614 Division Street, Port Orchard WA (In person or via Zoom)	6/9/25 - 5:30pm
Technical Assistance Training	6/17/25 - 1-3pm
Grant Applications Open in SurveyMonkey Apply	6/17/25 - Noon
Ongoing Technical Assistance	6/17/25 - 7/15/25
JULY	
Grant Applications Due (online submission via SurveyMonkey Apply)	7/15/25 - Noon
Staff Application Reviews	7/16/25 - 8/12/25
AUGUST	
Grant Recommendation Committee (GRC) Training	8/13/25 - 1-3pm
Grant Recommendation Committee (GRC) Application Review & Scoring	8/13/25 - 9/3/25
SEPTEMBER	
Staff Presentations and Capital GRC Discussion	9/9/25 - 9/11/25
Staff and GRC Deliberations	9/16/2025
City of Bremerton Agency Interviews and Deliberations 9am - 4pm (Dates TBD)	9/8/25 - 9/12/25
City of Bremerton Deliberations	9/13/2025
Draft Consolidated Plan/2026 Action Plan and funding recommendations released Posted to Coordinated Grant Website - Written 30 day comment period	9/23/25 - 10/23/25
OCTOBER	
BOCC Work Study - ConPlan/Action Plan & Funding Recommendations Kitsap County Administrative Building, Port Blakely Conference Room	10/22/25 - TBD

614 Division Street, Port Orchard (in-person or via Zoom)	
Bremerton City Council Study Session - ConPlan/Action Plan & Funding Recommendations	10/22/25 - 5:30pm
Kitsap County Board of Commissioners Public Hearing 2026 - 2030 Consolidated Plan/2026 Action Plan & Funding Recommendations Kitsap County Administrative Building, Commissioner Chambers 614 Division Street, Port Orchard WA (In person or via Zoom)	10/27/25 - 5:30pm
NOVEMBER	
Bremerton City Council Public Hearing 2026 - 2030 Consolidated Plan/2026 Action Plan & Funding Recommendations Norm Dicks Government Center, City of Bremerton Council Chambers 345 6th Street, Bremerton, WA (In person or via Zoom)	11/5/25 - 5:30pm
Kitsap County Board of Commissioners Decision Only (if action not taken 10/27)	11/10/25 - 10am
Submission of 2026 - 2030 Consolidated Plan and Year 1 (2026) Action Plan to HUD	11/15/2025

Summary of NOFA

Kitsap County is releasing this Notice of Funding Availability (NOFA) for CDBG funds for projects and programs in unincorporated Kitsap County, Port Orchard, Poulsbo and Bainbridge Island.

CDBG and HOME funding is very limited and declining. Other funding sources that are part of the Coordinated Grant Application Process can address specific needs such as homelessness, mental health and chemical dependency, and affordable housing. Therefore, priorities identified for CDBG and HOME have been limited to the following:

Kitsap County funding is prioritized as follows:

CDBG Public Services:

Due to the limited amount of CDBG public service funding, which is capped by regulation at 15% of the CDBG allocation, funds will only be available for programs that meet these priorities.

1. Childcare/Afterschool Programs
2. Food Assistance

Childcare/Afterschool programs will be the first priority and then food assistance. Programs may be funded up to a max. of \$30,000.

CDBG Capital:

The following priorities are in rank order:

1. Rehabilitation of affordable housing
2. Preservation of affordable housing (acquisition of housing to create or preserve units of affordable housing)
3. Infrastructure related to affordable housing projects:
 - Offsite sewer/water extension and sidewalks required for affordable housing projects.
4. Economic development Microenterprise

All projects and programs must serve individuals or households at or below 80% Area Median Income (AMI), be an eligible activity under CDBG regulations and meet a National Objective.

The following are the current FY2025 income limits published by HUD:

FY 2025 Income Limit Category	Persons in Family				
	1	2	3	4	5

Low (80%) Income Limits	\$69,650	\$79,600	\$89,550	\$99,450	\$107,450
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NOTE: The City of Bremerton is conducting a separate application and review process for their CDBG funding. Refer to the City's website information [Federal Grants - Community Development Block Grant | Bremerton, WA - Official Website \(bremertonwa.gov\)](https://www.bremertonwa.gov/federal-grants-community-development-block-grant).

About the Funding

The Coordinated Grant Application Process brings together separate funding sources into a common application process to utilize citizen appointments to the Grant Recommendation Committees and shared access to the online application platform. A brief description of the funding source for this NOFA is listed below. For more detailed information regarding funding requirements and policies that will apply if your project is funded, please refer to the Kitsap County CDBG/HOME Policy Plan posted on the Coordinated Grant Application page of the website [Coordinated Grant Application Process \(kitsapgov.com\)](https://www.kitsapgov.com/coordinated-grant-application-process).

Community Development Block Grant

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs. The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, create suitable living environments, and expand economic opportunities primarily for persons of low and moderate income. All projects funded with CDBG must Principally benefit low and very low-income households.

Eligible Applicants

Eligible applicant/recipients include:

- City or County governments
- Public Housing Authorities
- Public and private nonprofit organizations 501(c)(3)
- Section 301(d) small business investment companies
- Local development corporations
- Faith based organizations

- Private profit organizations may implement certain economic development and microenterprise activities

Additionally, all applicants must:

- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency;
- Demonstrate the legal, financial, and programmatic ability to administer the proposed project;
- Meet the County requirements for contracting agencies such as insurance requirements and financial requirements; and
- Have a current audit, and obtain an audit annually.

Funds Available

The CDBG program is federally funded through the Department of Housing and Urban Development (HUD). Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. Kitsap County estimates funding levels in order to start the grant application process; therefore, funding amounts shown below are estimates. Please note, the federal budgeting process for 2026 has not been finalized and funding amounts may vary significantly from estimates.

Kitsap County Funding	
Funding Source	Amount
2026 CDBG Capital and Microenterprise	\$573,750
2026 CDBG Public Service	\$101,250
Total All CDBG	\$675,000

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested. Funding may be allocated to one capital project that meets the priority and targets identified in this NOFA, or funding can be split between multiple projects.

Funding awards could be up to the amounts listed in the tables above however if all funding is not allocated, it may be included in the next application opportunity.

For 2026 the minimum grant request for all applications is \$10,000 and there is no maximum for capital projects. Public Service projects have a maximum of \$30,000.

All guidelines and policies for the funds below are not included in this NOFA but are detailed in the **2026 CDBG HOME Policy Plan**. It is the applicant's responsibility to read and understand the funding requirements and restrictions.

County/City of Bremerton Joint Funding of Projects

Due to limited funds, which are declining, there will be no joint funding of projects.

The City of Bremerton receives its own allocation of CDBG funds from HUD. CDBG eligible programs and projects located in the City should apply to the City. CDBG eligible programs/projects located in unincorporated Kitsap County, or the cities of Port Orchard, Poulsbo or Bainbridge Island should apply for County CDBG funds.

Match Requirements:

CDBG capital projects will have a 5% match requirement as detailed in the CDBG/HOME Policy Plan for capital CDBG funded activities.

Application Assistance

Assistance will be provided to applicants in a variety of ways.

1. **Mandatory Application Intent forms** were **REQUIRED** for all new capital projects or new public service programs. Forms were due by May 16th, 2025. If an Application Intent form was not submitted, you are not eligible to submit an application during this funding round.
2. **Capital Application Technical Assistance** will be provided by staff for interested applicants on June 17, 2025 from 1pm – 3pm via Zoom (*link will be available on the Coordinated Grant Application Process webpage*).
3. **Technical Assistance** with the application platform is available from the online application host, Survey Monkey Apply, and will be available during the application period through the application site.
4. **General Assistance** is available for questions about the application, forms, uploads and submitting the application. Use the contact information in this NOFA to contact staff by email.

Application Access and Submission

This NOFA utilizes an online application system hosted by Survey Monkey Apply. To access Survey Monkey Apply go to <https://apply-kitsap.smapply.io>.

Two separate applications are required to be completed and submitted to meet the application requirements for this NOFA. Once you have established a log-in you will see the different application types, open date and deadline for submission.

Your agency must submit the **Organization Information 2026** application plus **one of the following project applications**:

- CDBG Services 2026
- Capital Homeowner Housing Rehab 2026
- Capital Rental Housing 2026

If your agency plans to submit multiple applications the Organization Information 2026 application only needs to be completed once, you will not be required to complete and submit that application again. Once it has been completed, you will just select one of the project applications from the homepage for each project or program you are applying for.

- **Organization Information Application** - This application provides overall agency information including policies/procedures and fiscal information. Completing and submitting the Organization Information Application allows your agency to submit the Project Information application for any Coordinated Grant Application during the 2026 application cycle including Kitsap County and City of Bremerton CDBG funds.
- **Project Application** - These applications provide project information including description, need and population served, timeline, and financial information. There are separate applications for:
 - a. CDBG Services which includes childcare/after school programs, food assistance and microenterprise assistance programs.
 - b. Homeowner Housing Rehab which includes housing rehabilitation and weatherization programs
 - c. Rental Housing which includes acquisitions, new construction and rehabilitation of rental housing.

Organization Information Applications will be available beginning June 1, 2025. Project applications will open June 17, 2025. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

Both applications must be completed and submitted by the due date for your application to be considered complete.

Application submission deadline is Tuesday, July 17, 2025 at Noon.

Any information or updates regarding this NOFA will be posted on the County website, and notifications will be sent to any agency or organization signed up to receive Coordinated Grant Application Process electronic notifications.

To sign up go to:

<https://spf.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>. On the right side of the page click on the link to receive text or email updates. The link will take you to

the Kitsap County Electronic Notification System where you can sign up. You can also sign up to receive updates for the County Block Grant Program and any other grant program associated with the Coordinated Grant Application Process.

Application Scoring

Application review and rating will be conducted by staff and members of the Grant Recommendation Committee (GRC) according to the process outlined in the Citizen Participation Plan, Appendix A, of the CDBG/HOME Policy Plan and posted on the Coordinated Grant Application web page.

CDBG applications will be scored based on responses to the project application. Each question within the application will identify a maximum score for that individual response. Capital GRC members and County staff will score capital applications. Public Service projects will be reviewed and scored by staff.

Regardless of strict numerical ranking, the scoring does not operate to vest in an applicant or project any right to a commitment of CDBG funds. Kitsap County will, in all instances, commit CDBG funds consistent with sound and reasonable judgment, and consistency with CDBG requirements and adopted policies.

There are no project interviews being conducted for the 2026 grant cycle. Rather, County staff will present the same aspects of each project to the Capital GRC members in a short PowerPoint presentation. The Capital GRC will discuss the merits of each project and formulate funding recommendations using the following ranked priorities:

1. Rehabilitation of affordable housing
2. Preservation of affordable housing (acquisition of housing to create or preserve units of affordable housing)
3. Infrastructure related to affordable housing projects:
 - Offsite sewer/water extension and sidewalks required for affordable housing projects.
4. Economic development Microenterprise

Public Service projects will be awarded funding according to the following ranked priorities:

1. Childcare/Afterschool Programs
2. Food Assistance

Childcare/Afterschool programs will be the first priority and then food assistance. Programs may be funded up to a max. of \$30,000.

Funding Recommendations will be announced on September 23, 2025, and will be discussed at a public hearing on October 27, 2025.

Contracting

All projects approved for funding must follow the regulatory requirements associated with each of the funding sources. Please refer to the following documents for guidance:

- Kitsap County CDBG/HOME Policy Plan [Coordinated Grant Application Process \(kitsap.gov\)](#)
- Kitsap County CDBG/HOME Guidebook [kitsap.gov/hs/Pages/CDBG--Guidebook.aspx](#)

Additional Notes:

1. CDBG funds are Federal funds. Use of Federal funds may affect the way your agency does business.
 - a. If you are awarded CDBG funds Block Grant staff will work with you on the federal requirements applicable to your project.
 - b. In addition to the rules and requirements of CDBG, there are several additional broad Federal regulations that must be followed including rules regarding non-discrimination and equal access, employment, contracting and procurement, environmental requirements, Davis Bacon, record keeping and financial controls.
2. Contracting – Your agency will be required to enter into a contract with the Kitsap County.
 - a. Kitsap County manages the grant contracts for CDBG projects. The program year begins January 1, 2026, and the following applies to CDBG projects.
 - Capital contracts must receive a notice to proceed before costs can be incurred.
 - Contracts for Federal funds operate on a reimbursement basis.
 - A contract may not be executed until mid-year, based on when the federal budget is approved, the County receives a contract from HUD, and all other project financing is secured.
3. Reporting Requirements – Reporting is required on all projects receiving funds through the Coordinated Grant Application Process.

Quarterly Reports – Quarterly reports are due the 15th of the month following the close of the quarter. Report forms will be provided and are required even prior to contract execution. The first Quarterly Report is due April 15, 2026 via email.